

Section 19 – Visit

Introduction

The JCAVS Add/Modify/Cancel a Visit screen allows JCAVS User Levels 2, 3, 4, 5, 6 and 10 to Add, Modify or Cancel visits. Once the visit information is completed and saved, a Visit Notification is sent to the SMO identified for the visit.

Instructions

1. Click with your mouse pointer over the "**Create/Modify Visit**" hyperlink within the Main Menu located on the left-hand side of the screen to display the Add/Modify/Cancel A Visit screen.
2. Click with your mouse pointer over the "**Add a Visit**" button to add a visit. This displays the **Visit Information** screen.
3. Click with your mouse pointer over the "**Reason for Visit**" drop down menu. Highlight and select the reason for the visit. This is a mandatory field.
4. Enter the name of the POC for the visit in "**POC**" Text Box.
5. Enter POC telephone number in "**POC Phone**" Text Box.
6. Enter Visited SMO. "**Select SMO**" Button: If you have added a POC and you click on the "Select SMO" button, the "**Security Management Office Selection**" screen will be displayed. Add the SMO information from the "**Security Management Office Selection**" screen, and then return to this screen to complete the visit. If a POC has NOT been added and you click on the "Select SMO" button, the "**SMO Search**" Screen will be displayed. Once you make the SMO selection, you are returned to the **Visit Information** Screen. The selected SMO to be visited displays adjacent to the "**Visited SMO**" field.
7. Enter the first day of the visit in the "**First Day of Visit**" Text Box using the YYYY MM DD or YYYYMMDD format, or use the calendar at the end of the field. The date entered must be equal to or later than today's date and equal to or earlier than the "last day of visit" date. This is a mandatory field.
8. Enter the last day of the visit in the "**Last Day of Visit**" Text Box using the YYYY MM DD or YYYYMMDD format, or use the calendar at the end of the field. The date entered must be equal to or later than today's date and equal to or later than the "first day of visit" date. This is a mandatory field.
9. Clicking with your mouse pointer over the "**Add Visitor(s)**" button will cause the JPAS Person Category Search Screen to display, allowing you to add visitors to the visit by category. Once you have searched for and selected Persons for this visit, save your actions on the JPAS Person Category Search Screen. When you click

cancel, you will be returned to the **Visit Information** screen. The names of the selected visitors will be displayed in the lower portion of the screen.

10. The name, the SSN, and the Person Category of the visitor associated with the visit will be displayed. You may Click with your mouse pointer over the "**Permanent Certification**" check box to indicate whether or not the Person is "permanently certified" for the visit. Click with your mouse pointer over the "Remove" Check Box to remove the person from the visit.

Other action that can be done from this screen

"Modify Visit" Radio Button: Click with your mouse pointer over the "Modify Visit" radio button to "Modify" a previously saved visit to the database.

"Remove Visit" Radio Button: Click with your mouse pointer over the "Remove Visit" radio button to "Remove" a previously saved visit from the database.

"Save" Button: Click with your mouse pointer over the "Save" button to save your actions that have been changed on this screen.

"Cancel" Button: Click with your mouse pointer over the "Cancel" button to leave this screen without saving your changes.